

FLEMINGTON-RARITAN REGIONAL SCHOOLS

JOB DESCRIPTION

TITLE: Preschool Social Worker and Community Parent Involvement Specialist (CPIS) for Preschool

This position fulfills the Community Parent Involvement Specialist role relevant to the District's Preschool Expansion Award (PEA). Funding is sourced through the award in order to collaborate with all relevant preschool instructional staff, administrators, and support personnel to support the school district family services program and clerical tasks such as central registration for preschool sites, and to coordinate with other available school district staff to support family and school partnerships for the preschool program.

QUALIFICATIONS: *Minimum of a bachelor's degree in social work, or a related field such as sociology, psychology, or education. New Jersey Certification as a School Social Worker and licensed Clinical Social Worker pursuant to N.J.A.C. 6A:9B-14.5.*

Minimum:

1. Coordinate with other available school district resource staff to reach out to families, determine individual family needs, advocate on their behalf, and obtain appropriate community services;
2. Collaborate with all relevant preschool instructional staff, administrators, and support personnel to support the school district family services program;
3. Provide follow-up, including a review of child needs, when necessary;
4. Facilitate access to community social services, when appropriate;
5. Collaborate with assigned school district personnel to design and provide a parent involvement program based on identified needs and parent survey responses;
6. Help parents learn about child development, nutrition, safety, and how to support their child's learning;
7. Coordinate the early childhood advisory council;
8. Evaluate the needs of families;
9. Coordinate systematic parent involvement plans and activities;
10. Coordinate work with other community agencies;
11. Coordinate work with other social service personnel;
12. Technologically savvy (experience with Google Suite, student information systems, and website development preferred);
13. Professionalism in communication skills both orally and in writing;
14. Use written and oral English correctly; bilingual expertise is a plus;
15. Exhibit a positive attitude toward children, parents, staff and visitors;
16. Maintain confidentiality and display ethical discretion, tact, self-control, professional pride and a positive attitude;
17. Dependable, prompt, courteous and accurate in assuming and carrying out multiple responsibilities simultaneously;
18. Criminal history background check and proof of U.S. citizenship or legal resident alien status and a complete physical examination;
19. Work cooperatively with administration, teaching staff and the community;
20. Develop and maintain good relationships with parents and community;
21. Willingness to stay abreast of new knowledge, office practice and technology;
22. Successful experience working with families and community health and social services agencies.

REPORTS TO: Supervisor of Early Childhood Education and the Director of Pupil Personnel Services

JOB GOAL: It is the responsibility of the Preschool Social Worker and Community Parent Involvement Specialist to facilitate the community needs assessment, coordinate and staff the Early Childhood Advisory Council, organize family involvement plans and activities, coordinate work with other school district professionals and community agencies, execute responsibilities relevant to preschool expansion, and foster family/school partnerships for the Flemington-Raritan School District. The Preschool Social Worker and Community Parent Involvement Specialist, in consultation with their immediate supervisor, will establish policies and procedures for the efficient operation of the preschool program.

PERFORMANCE RESPONSIBILITIES:

1. Collaborate with all relevant preschool instructional staff, administrators, and support personnel to support the school district family services program;
2. Coordinate with other available school district resource staff to reach out to families, determine individual family needs, advocate on their behalf, and obtain appropriate community services;
3. Provide follow up, including a review of child needs, when necessary;
4. Facilitate access to community social services, when appropriate;

5. Facilitate a community needs assessment;
6. Collaborate with assigned school district personnel to design and provide a parent involvement program based on identified needs and parent survey responses;
7. Assist parents in learning about child development, nutrition, safety, and how to support their child's learning;
8. Design and facilitate family workshops based on identified needs and topics revealed on parent surveys;
9. Coordinate and staff the Early Childhood Advisory Council (ECAC);
10. Evaluate the needs of families and coordinate systematic parent involvement plans and activities including community outreach surveys;
11. Coordinate work with other community agencies;
12. Maintain confidentiality of information and records/files;
13. Manage and follow through with tele-communication, website development, preschool event materials, (i.e. orientations, parent events);
14. Assess a student in terms of personal and family history, socio-economic and cultural differences;
15. Monitor student attendance and communicate with staff and parents regarding student chronic absenteeism;
16. Evaluates the configuration of factors within the home, community and school as related to a student's current social and academic adjustment;
17. Develops and maintains appropriate written reports and records;
18. Initiates, facilitates and maintains liaison with community agencies and other resources to meet needs. Refers parents and child to agencies when appropriate;
19. Consults with administration and staff regarding social adjustment factors of students in schools, at home and in the community;
20. Observes students in classrooms and/or playground, as appropriate;
21. Attends and participates in meetings as deemed necessary and consistent with the needs of the district;
22. Assumes other related duties/assignments during the assigned working day, as the administration deems necessary; and
23. Participates in district-wide committees.
24. Schedule appointments, meetings, conferences and community outreach events;
25. Coordinate systematic parent involvement plans and activities;
26. Facilitate a community needs assessment;
27. Contribute to the staffing of the Early Childhood Advisory Council (ECAC); and
28. Organize family involvement plans and activities Any other tasks assigned by the immediate supervisor;

TERMS OF

EMPLOYMENT: Salary for a 10-month work year subject to negotiations between the FREA and the Board of Education.

EVALUATION: Performance of this job will be evaluated annually in accordance with the Board's policy on evaluation.

APPROVED BY: Board of Education **DATE:** 1/18/24

REVISED: 6/13/24

